



P.O. Box 219, 11868 ACADEMY STREET, CHAUMONT, NY 13622

Phone: 315-649-2417 ♦ Fax: 315-649-2663 ♦ Website: www.lymecsd.org

PATRICIA GIBBONS, SUPERINTENDENT

LYME CENTRAL SCHOOL STUDENT REGISTRATION

- All incoming public or non-public school students planning to attend Lyme Central School, or requesting non-public school transportation/ books, must register.
- The necessary forms can be downloaded from the school website www.lymecsd.org under the **District tab**, then **Student Registration**. Registration forms are also available from the school registrar, Mrs. Tina Kimmis by calling (315) 649-2417 option 2.

REGISTRATION

If you would like an in person meeting to register your student(s), please call Mrs. Kimmis at 315-649-2417 to set up an appointment. Otherwise, please complete paperwork and return via one of the following: Email tkimmis@lymecsd.org, Fax (315) 649-2812, or Mail to PO Box 219, Chaumont, NY 13622, please no cell phone photos of documents.

PROOF OF RESIDENCY

Residency forms are described below and are available on our website:

- **Form A:** If you are a homeowner, you must submit Form A and **one** proof of ownership (deed, tax bill, mortgage statement, utility bill, cable bill, etc.)
- **Form B:** If you are a renter and have a lease/rental agreement, you must submit a Notarized Statement of Residency (Form B) with a **lease/rental agreement**. Your landlord must complete Form A.
- **Form C:** If you reside in the home of a district resident but do not pay rent or have utility bills in your name at the residence, then you must complete Form C. Your landlord must complete Form A.
- **Form D:** If you are in the process of purchasing a home within the district, you may submit a signed Intent to Purchase Home (Form D) **with your purchase contract** which must have a closing date within 30 days. Within 30 days following the purchase, you are required to submit Form A with the accompanying proofs/documents.
- **Form E, F and F1:** These are alternative forms of documentation to establish residency, including sworn statements from a parent/guardian/person(s) in parental relationship and alternative documentation to establish or show residency in the district.

PREPARING TODAY'S STUDENTS TO BE TOMORROW'S CITIZENS
Board of Education

Mrs. Deanna Lothrop, President
Mr. Ray McIntosh
Mr. Scott Rickett

Mrs. Kathy Gardner, Vice President
Ms. Lynn Reichert
Mrs. Sherri Wilson, Clerk

Mrs. Shauna Dupee
Mr. Jon LaFontaine

PROOF OF AGE

At least one (1) of the following proof of the child's age must be provided:

- A. Birth Certificate or Record of Baptism
- B. If A is not available, then Passport either domestic or foreign
- C. If A or B are not available, then any other documentary evidence in existence for two years or more to establish student age, including but not limited to:
 - Driver's License
 - State or Government-Issued ID
 - School Photo ID with date of birth
 - Consulate ID card
 - Hospital or health records
 - Military dependent ID card
 - Documents issued by federal, state or local agencies
 - Court orders or other court-issued documents
 - Native American tribal document
 - Records from non-profit international aid agencies and voluntary agencies (VOLAG)

HEALTH RECORDS

- Current Immunization Record
- Child's current health physical (must be secured within 1 year of entering school. If the most current physical expires, the parent/guardian has 30 days from the child's start date in school to secure one)

ADDITIONAL REGISTRATION DOCUMENTS – IF APPLICABLE

*If available, original documents must be provided

- Custody documents or legal documents related to physical custody
- Restrictions of contact information
- If a person is acting in a parental relationship without formal guardianship or custody, please request Form F and F1 from the registrar
- IEP or other education plans from previous school
 - Any other additional records relevant to the child's education and enrollment